

~~CONFIDENTIAL~~

Executive Registry
4-8827

16 November 1953

MEMORANDUM FOR: Acting Personnel Director

SUBJECT: Manner of Referrals to Office of Inspector General

1. There have been several instances within past months where representatives of the Office of Personnel have advised employee-complainants to proceed directly to the Office of Inspector General and state their case. Such a procedure is not deemed to be in the best interests of the employee, the Agency, or this Office.

2. The staff of this Office is extremely limited in numbers, and there is little alternative but to conduct business on an "appointment" basis. Additionally, if an employee has contacted the Office of Personnel to state a complaint or discuss a personal matter and is then referred to the Inspector General, I would prefer to receive prior notification from the Office of Personnel as to the nature of the complaint and the attitude and advice of the Office of Personnel before having the employee interviewed by a member of this Office.

3. I would, therefore, appreciate your establishing a procedure which would encompass the following points:

a. If in the opinion of the interviewing officer of Personnel, the employee should personally state his case to the Inspector General's Office, the employee be advised to telephone extension ☐, and state that he (or she) has been advised by the Office of Personnel to seek an appointment with the Inspector General's Office.

b. The interviewing officer of Personnel take immediate action to prepare and transmit to the Inspector General's Office a memorandum stating the facts of the matter, the results of any investigation undertaken by Personnel, and the point-of-view of the interviewing officer on the issue at hand.

c. Attach to the memorandum the official personnel file.

Document No.	605
No Change In Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to: TS	@ 1988
Next Review Date:	
Auth:	
Date:	1978
By:	211

~~CONFIDENTIAL~~

~~SECRET~~
Security Information

CONFIDENTIAL

4. Your implementing action on this proposed procedure at an early date will be appreciated.

SIGNED

LYMAN B. KIRKPATRICK
Inspector General

cc: ADD/A ✓

NOTE FOR THE RECORD:

27 November 1953

STAT

STAT

Talked to [] on this and instructions to his people generally are to the effect that individuals may be advised of their rights to an interview with the Inspector General but they are not normally to be referred to the IG. [] is having an internal Personnel Office memo prepared on this subject and will forward a copy for information.

STAT

[]
JOHN S. WARNER

CONFIDENTIAL

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Acting DD/A	MAC	
2	226 Admin.		
3			
4			
5			

FROM		INITIALS	DATE
1	Acting Personnel Director	EWCP	12-3-53
2			
3			

☐ APPROVAL

☒ INFORMATION

☐ SIGNATURE

☐ ACTION

☐ DIRECT REPLY

☐ RETURN

☐ COMMENT

☐ PREPARATION OF REPLY

☐ DISPATCH

☐ CONCURRENCE

☐ RECOMMENDATION

☐ FILE

Remarks:

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

TRANSMITTAL SLIP		
<u>4 December 1953</u> <small>(Date)</small>		
TO: Colonel White		
BUILDING	ROOM NO.	
REMARKS: The attached is for info only. It indicates the action taken by Personnel responding to the IG's mild complaint about the manner of referral by Personnel to the IG. I believe this is adequate and no further action is necessary by this Office.		
<div></div>		
FROM: J. S. Warner		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

16-65268-1 GPO

STAT